



TECHNOLOGY SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TECHNOLOGY SERVICES, DEPARTMENT OF	RELEASE DATE:	Wednesday, November 26, 2008
POSITION TITLE:	Deputy Director, Administration Division CEA 2	FINAL FILING DATE:	Thursday, December 11, 2008 <i>or until filled</i>
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$10,520.00 / Month	BULLETIN ID:	11262008_6

POSITION DESCRIPTION

Under the general direction of the Directorate, the Deputy Director provides executive direction for all financial and administrative operations, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources. The Deputy Director supervises the Administrative Services, Financial Management, and Human Resources Branches. In addition to the standard administrative and financial functions, the Deputy Director has responsibility for two complex programs that have statewide impact: the Information Technology (IT) Procurement and Contracting Program and the Rates and Cost Recovery Program. Both programs are directly related to the department's primary mission to provide customers with IT leadership, services, and technical infrastructure and require extensive collaboration with the DTS Deputy Directors.

The DTS operates from a non-governmental cost fund, otherwise known as a revolving fund. As such, the DTS fiscal responsibilities are very complex and unlike most other state departments. The DTS receives no direct state or federal funding. Revenues to cover expenses are met by billing customers for the services provided by the DTS. The Deputy Director provides short- and long- term budget planning and financial analyses of revenues and administrative operational expenses for the DTS. The Deputy Director serves as the primary executive liaison between the DTS and the Technology Services Board, various state control agencies, including the Department of Finance and General Services, and the state Legislature regarding the DTS budget and other financial and administrative matters, including testimony before legislative committees, as needed.

Role in Setting Major Department Wide Policies

The Deputy Director is a member of the Department of Technology Services, reports to the directorate, and is responsible for development and implementation of financial and administrative policy for the department. The Deputy Director directs formulation of policy recommendations and policy evaluation by subordinate staff in programs related to personnel management, information

technology acquisition, facilities management and financial management. The Deputy Director ensures that all programs are in compliance with State regulations, laws and rules, policies of the department, and State and Federal and control agency mandates and guidelines.

Communication

The Deputy Director must interact and communicate effectively with the State Chief Information Officer, Agency Undersecretary, Agency Financial Representative and customer Chief Information Officers in a diplomatic, tactful and effective manner. Use effective communications skills demonstrating a high level of proficiency in speaking, writing and listening. Negotiate win-win solutions in difficult and challenging situations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate: •Well-developed interpersonal skills and the ability to communicate effectively both verbally and in writing. •Ability to exercise discretion and diplomacy in customer interactions. •Experience in communicating information regarding administrative issues effectively to management, and other staff. •Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Only the most qualified candidates will be selected for interviews. All applicants receiving an interview will be notified of their final score, in order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications must include a brief description of one or two key accomplishments in the past 12 months.

Applications must be submitted by the final filing date to:

TECHNOLOGY SERVICES, DEPARTMENT OF, Human Resources/Administration Division
PO Box 1810, Rancho Cordova, CA 95741-1810
Tammy Ervin | (916) 464-0315 | Tammy.Ervin@dts.ca.gov

ADDITIONAL INFORMATION

Please view the official DTS Exam bulletin at: www.dts.ca.gov and select our Employment page.

Additional Required Knowledge and Required Abilities are listed below:

Required Knowledge: *Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices. *Knowledge of Information Technology Best Practices including trends, and directions related to hardware, software and services. *In-depth business management knowledge of cost allocation, rate setting, and cost recovery. *Working knowledge of federal guidelines, state expenditure reporting requirements, and generally accepted accounting principles. *Thorough knowledge of the state budget/fiscal process, internal service funds, human resources, business process analysis, contracting/purchasing rules, and an in-depth knowledge of management and supervisory techniques.

Required Abilities: *Ability to effectively evaluate chargeback alternatives for emerging and developing technologies as repeatable and equitable. *Ability to develop processes to ensure timely payment from customer departments to ensure a positive cash flow to meet operation cost. *Ability to anticipate and manage complex issues affecting the financial system and facility to ensure uninterrupted services to the citizens of California. *Ability to represent the department in meetings with external customers, suppliers, vendors, and control agencies. *Ability to achieve departmental and division objectives in a timely and cost effective manner.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TECHNOLOGY SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>